

INSTRUCTIONAL FORM

Attachment B

POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: 04-06-0931 2. Position Number: 904-105-3026-XXX 3. Date of Posting: May 12, 2016
4. Classification: Delineator 5. Salary Range: \$ 3,261 - \$4,081
6. Pay Differentials That Apply To Position: None
7. Working Hours Of Position: 07:30 am to 4:15 pm
8. District/Division: 04/Program Project Management Section: Drafting Services Unit Geographic
9. Location: Oakland
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.) *Determination for relocation will be made by Hiring Supervisor.*

10. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)

- A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):
- B. Technical & Professional Skills & Abilities:
Must have knowledge of Materials, methods, and equipment used in hand drafting; skilled in utilizing the MicroStation/AutoCAD Software performing drafting work using a computer-aided design and drafting (CADD) workstation. Ability to produce neat accurate and professional looking civil engineering roadway contract plans, Interpret the Engineers notes, detailed sketches and have the knowledge of simple engineering mathematics, able to direct work to others, communicate effectively orally and in writing and follow written and oral instruction.
- C. License and/or Certification Requirements: None
- D. Physical Abilities to Perform Essential Functions:
Employee is required to sit for long periods of time using a mouse and keyboard at a CADD workstation. Requires visual acuity sufficient to read engineer's marked prints at a normal reading distance and video monitors (2) at a distance of approximately three feet.
- E. Other Departmental Requirements: None
- F. Duty Statement/Description of Duties:

10. Final Date and Time for Receiving Bid: 5/24/16

11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>

11. Submit Bid to:

Name: Francisco Carzon Jr.
Address: 111 Grand Ave. Oakland, CA. 94623
Telephone Number: 510-286-5054
FAX Number: 510-286-6387
E-mail Address: francisco.carzon jr@dot.ca.gov

12. Window period employee must be available for contact (Unit 1&4 Only): From: _____ To: _____
(If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)

13. Expected Reporting Date To Position (Unit 11 Only): HR-Date should be 1 month from posting date (confirm with HS).
(If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)
June 6, 2016